

Essex North Shore Agricultural and Technical School District
Regular School Committee Meeting

Essex Technical High School
565 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)

Thursday, June 14, 2018
7:00 p.m.

Approved Minutes

Members in Present: F. Di Luna, Department of Agriculture Resources
J. O'Brien, Department of Agriculture Resources
G. Demsey, Department of Agriculture Resources
E. Armstrong, Beverly
W. Marquis, Danvers
G. Hathaway, Lynnfield
J. Delaney, Manchester by the Sea
M. Strout, Marblehead
A. Liteplo, Middleton
E. Johnson, Nahant
B. Griffin Dunne, Peabody
B. Perkins, Rockport
J. Picone, Salem
A. McDonald, Swampscott
A. Prazar, Topsfield
W. Nichols, Wenham

Members Absent: M. Teixeira, Gloucester, A. Craig, Essex, W. Lannon

Others Present: Ms. Znamierowski, K. McMahon, W. Lupini, H. Riccio, B. Morgan,

1. Call to Order

Mr. Strout called the meeting to order at 7:03pm

2. Salute to the Flag

3. Public Comment*

None

4. Student Representatives Report

Mr. Strout discussed the student representatives for the next school year. Jonathan Eberhart will

continue and one other student.

5. Mr. Joel Spruance - Teacher Induction Program

Dr. Lupini: explained the process of teacher induction and how it came to be at ENSATS.

Mr. Spruance: Introduced himself along with Chris Wood, Arborist Teacher and Julia Witsig, Wellness teacher. He thanked Dr. Lupini, Mary Kroesser and Brad Morgan for their support of this program. He also thanked Dr. Riccio and Shannon Donnelly. The goal of the program is to make sure they support teacher growth and transition especially teachers brand new to the profession. "We want to focus induction and mentoring and individualize it." There is a Teacher Academy and a Three Day orientation before school starts in the fall. There are a few extra days for brand new teachers, this is three days before orientation called Teacher Academy. The goal is to prepare them for day one using case studies. The state requires two years of orientation and mentoring and recommends three. "We run monthly mentor meetings in a classroom or program area to familiarize the teachers." After observations he meets with individual teachers to talk about licensure, the observation or anything else. New teachers are asked to observe experienced teachers at ENSATS. Central Office and the Title 2A grant offers professional development opportunities for teachers. First year teachers attend the academy, orientation, have an observation to collect data to help build a relationship for coaching. Some teachers are met with weekly, bi weekly or once a month.

Chris Wood: He came from teaching adults in the industry. He worked with Joel weekly. Joel was his teaching coach. Joel helped him with grading, evaluation, curriculum design and behavior problems. He also had a thirty year veteran co-teacher.

Joel Spruance: went on to discuss the program for second year teachers. He described how it works with the second year teachers, PD and meetings.

Julia Witsig, Wellness Teacher: She went through a mentor program at Hamilton Wenham. She feels

ENSATS has a very good program and it was very beneficial for her. Joel was a mentor in licensure and evaluation systems. The consistency during the teacher academy was huge.

Joel Spruance: Talked about the character and ethics of the teachers at ENSATS. He went on to discuss the program for third year teachers and empowering them to be in charge of their professional development. They also have meeting times with Joel monthly. This program is individualized per teacher, it allows for interaction, a connection between administrators and teachers. It can help with teacher retention. We have had only two non-renewals over the last three years. The next steps are for consistency in the hiring process. We have had demo lessons during the interview. The teacher academy lasting throughout the year. Also bring some other PD to the program such as college courses for continued improvement. He offered a time for questions.

Mr. Strout: asked, "How many mentors are there?"

Joel Spruance: "I am the only one and there are also experienced teachers that help out."

Mr. Strout: asked, "How many teachers are willing to help?"

Joel Spruance: replied, "12-15 help with observations."

Dr. Picone: asked, "How many new teachers will there be in September?"

Joel Spruance: replied, "We have about fifty in their first three years now. We are expecting about sixteen this year."

Ms. McDonald: asked, "Is it a voluntary thing for veteran teachers to observe new teachers?"

Joel Spruance: Answered that he reaches out to teachers that might be willing to observe and work with him as a mentor. He has a few questions that he asks the observation teacher to complete.

Mr. Strout: Feels the best thing about the evaluation program is that it is not administrative and offers feedback from Joel.

Mr. Marquis: Thought that fifteen new teachers seems like a high number for this program.

Joel Spruance: stated that there has been a significant drop off of less than three year teachers leaving

ENSATS. He also teaches a .2 class a day and the rest of his day is spent during observations.

Mr. Prazar: asked if the program might be offered to other teachers to observe each other not just less than three year teachers.

Joel Spruance: replied, "Yes, they are thinking of creating small teams to observe each other such as in the self-directed mode.

Mr. Strout: expressed the value of other teacher's evaluations and observations.

Mr. Morgan: stated that sometimes struggling veteran teachers are referred to Joel as well.

The group applauded Joel.

Dr. Lupini: went on to compliment Joel and his enthusiasm for what he is doing at ENSATS.

6. Executive Session

Mr. Marquis made the motion to enter Executive Session.

Mr. Delaney seconded the motion. The motion passed.

The committee went into Executive Session at: 7:30 pm. A roll call vote was taken. 33 votes for yes.

The group reentered the meeting at 7:51 pm.

7. Approval of Meeting Minutes

Mr. Marquis, made the motion to approve the minutes of the May 10, 2018 regular School Committee meeting. .

Mr. O'Brien seconded the motion. Ms. McDonald abstained. The motion passed.

8. Communications

Notice of Resignation Received from Ms. Michelle Amato, Boxford Representative

Mr. Strout: suggested sending a letter of regret

Mr. DiLuna: suggested, he would like to hold off on accepting her resignation as she can get special acceptance as a municipal employee.

Mr. DiLuna made the motion to not accept Ms. Amato's resignation.

Ms. McDonald seconded the motion. The motion passed.

9. 2018 – 2019 Essex North Shore Agricultural & Technical School Committee and Subcommittee Meeting Schedule

Mr. Strout reviewed the calendar with the group. He offered the group an opportunity to review the calendar.

It was noted there a meetings scheduled for Halloween and Valentine's Day. This is a draft and can be approved at the next meeting.

10. Superintendent-Director Report

Dr. Lupini: Spoke of graduation and what a terrific everyone did with the seniors.

Mr. Strout: agreed that it was a phenomenal presentation.

11. Principal Report: Out of State Field Trip Requests

Mr. Morgan described the field trips that are listed below.

Mr. Marquis made the motion to approve an Out of State Field Trip Request for fifteen (15) Future Farmers of America students and chaperones to attend the Big "E" Competition in Springfield, Massachusetts from September 14 – 15, 2018.

Ms. Liteplo seconded the motion. The motion passed.

Mr. Marquis made the motion to approve an Out of State Field Trip Request for fifteen (15) Future Farmers of America students and chaperones to attend the National FFA Convention in

Indianapolis,
Indiana from October 23 – 28, 2018.
Mr. Strout seconded the motion. The motion passed.

2018-19 Student Handbook Revisions

Mr. Morgan made the recommendation to wait to approve the handbook.
There was discussion about the cover page and the name of the school. Mr. Morgan will change the cover page.
Mr. DiLuna: asked about page 14 and if harassment is the same as bullying.
Mr. Morgan: stated, “There is a whole separate section about bullying. Bullying is not necessarily a level three offence. Harassment does not have to be repeated to be a level three event.”
There was discussion about level three violations. It was realized that the IPADS in the room only have every other page of the handbook. The whole document will be sent out in electronic format for the July 12th meeting. The proposed changes are in red in the electronic copy. Any questions should be sent to Mr. Morgan or Ms. Donnelly.

2018 – 2019 Quality School Plan

Mr. Morgan discussed the plan. He described who part of the plan is. It is a one year plan to address year one of the five year plan.
Mr. Strout made the motion for the approval of the 2018 – 2019 Quality School Plan.
Mr. O'Brien made the motion to approve the Principals report.
Mr. Marquis seconded the motion. The motion passed

12. Bus Bid 2019-2

Differs from action taken at Finance Subcommittee Meeting

Ms. Znamierowski: described the bid process to the group and the details of the bid process and if the specs were met. Based on new information the memo and award has been changed to the low bidder as noted on the agenda. She reviewed the new recommendation.
Bid 2019-2 - 3-52 passenger buses was publicly opened on Thursday, May 31, 2018.
Mr. Perkins. Made the motion that it be awarded to Blue Bird Bus Sales of East Providence, Rhode Island for a total equipment cost \$235,833 and enter into a five (5) year municipal lease purchase with annual payments of \$51,172.26 for a total cost over five (5) years of \$255,861.30.
Mr. Hathaway seconded the motion. The motion passed.

13. Subcommittee Reports

Finance Subcommittee

a) Financial Statements

Mr. Perkins made the motion to approve the March 31, 2018 financial statements and place on file for audit. Mr. Marquis seconded the motion. The motion passed.

b) District Signage

Mr. Perkins made the motion to approve the proposed design for the district signage received from Harvey Signs of Methuen, Massachusetts in the amount of \$32,000.
Mr. Armstrong seconded the motion.
Ms. Liteplo: questioned the placement of the sign.
Mr. Strout: described how the placement of the sign was determined by the architect.
There was discussion about the signs placement and its capabilities.
The motion passed.

c) Diesel Fuel Bid 2019-1

Bid 2019-1 Diesel Fuel was publicly opened on Thursday May 31, 2018. Mr. Perkins made the motion to accept Bid 2019-1 be awarded to Dennis K. Burke, Inc. of Taunton, Massachusetts.
Mr. Marquis seconded the motion. The motion passed.

d) Establishing Scholarships

Mr. Perkins made the motion to establish a scholarship sponsored by Julia Shia Sole Proprietor, DBA

Madhouse Motors of Boston, Massachusetts of \$1,000 for a graduating senior from the Machine Tool Technology Program.

Mr. Hathaway seconded the motion. The motion passed.

Mr. Strout recommended sending a thank you letter

Mr. Perkins made the motion to establish the Ellen R. Kline Memorial Scholarship sponsored by Mr. Kline of Wilmington, Massachusetts in the amount of \$2,000.

Mr. Prazar seconded the motion. The motion passed. Mr. Strout recommended to send a letter.

e) Fiscal Year 2018 Grant

Mr. Perkins. Made the motion to accept the 2018 Lowe's Toolbox for Education in the amount of \$5,000 for the orchard planting project.

Ms. McDonald seconded the motion. The motion passed.

f) Fiscal Year 2017 End of the Year Audit Report – Giusti, Hingston & Company

Mr. Perkins made the motion to accept the Fiscal Year 2017 End of the Year Audit Report received from Giusti, Hingston & Company as submitted.

Mr. Prazar seconded the motion. The motion passed

g) RFP 2018-1 South Campus Building Assessment

Ms. Znamierowski: explained the RFP building assessment. "We have three top proposals that we would like to start negotiations with. She introduced the group that would be on the negotiating team.

Mr. Delaney made the motion to approve three members of the school committee (Mark Stout., Bruce Perkins and Wayne Marquis.) to begin negotiations for the contract with the Architect for the south campus building assessment.

Mr. Hathaway seconded the motion. The motion passed.

h) Vote to Incur Debt

Mr. Perkins made the motion that The District Treasurer is hereby authorized under the provisions of General Laws, Chapter 71, §16 (g), as amended by Chapter 463 of the Acts of 2004, Chapter 9 of the Acts of 2006, Chapter 304 of the Acts of 2008, and Chapter 130 of the Acts of 2010, and with the approval of the Chair of the District Committee, to borrow money from time to time in anticipation of revenue for the fiscal year beginning July 1, 2018, and to issue a note or notes thereof, payable within one year, and to review any note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, §17.

Ms. McDonald seconded the motion. The motion passed.

Next Meeting: T/B/D

Policy Subcommittee

Mr. Strout explained that the attorney has not had a chance to review the bylaws.

Next Meeting: T/B/D

Personnel Subcommittee

Next Meeting: T/B/D

14. New Business

Mr. O'Brien: Asked if the letter went out to DCam per his last motion?

Dr. Lupini: Responded that they are trying to figure out what the legislative action will do. "The action may compel them to produce financial records."

Mr. O'Brien: wanted the letter to go out two months ago to notify them.

Dr. Lupini: confirmed they will work with legal counsel to write the letter.
Mr. Strout: explained the litigation to the group.
Dr. Lupini: agreed to work on the letter tomorrow.
Dr. Lupini: commented, "We are in need of the recreation of subcommittees. We have a tentative agreement with bus drivers and a MOA to take a vote and for the personnel subcommittee to consider and then approve."
Mr. Strout: asked, "Will it be ready by July 12th?"
Dr. Lupini: responded that he is not sure when they will vote, but it can be brought up for discussion.
There is no chair for this subcommittee.

15. Warrant

Mr. Perkins made the motion to approve the warrant.
Mr. Armstrong seconded the motion. The motion passed.

16. Proposed Executive Session

Mr. Strout made the motion to enter executive session. Ms. Liteplo seconded the motion.
The motion passed.
The committee entered executive session at 8:22 pm to conduct contract negotiations with nonunion personnel (Superintendent-Director) and reconvened in Open Session at 10:18 pm.

17. Discussion Items That Were Not Reasonably Anticipated by the Chairperson (M.G.L., Chapter 30A – Section 18-25)

There were no items.

18. Adjourn

The group returned. Ms. Griffin-Dunne made the motion to adjourn.
Ms. Liteplo: seconded the motion. The motion passed. The meeting adjourned at 10:28pm.

The listing of matters includes those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Section 18-25, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by

***Public Participation at School Committee Meetings (File: BEDH)**

1. At the start of each regularly scheduled School Committee meeting, individuals or group representative will be invited to address the Committee.
2. Public Comment shall be for a period of 20 minutes and shall generally follow the opening of the meeting. The Committee reserves the right to rearrange its agenda to accommodate scheduled presenters.
3. Any citizen wishing to speak before the Committee shall identify themselves by name and address and shall speak for no longer than 3 minutes. No citizen may speak more than once without permission of the Chair. All citizens shall speak to the full Committee through the Chair and shall not address individual members or administrators.
4. Individuals may address topics on the agenda, items specified for public comment, or items within the scope of responsibility of the School Committee. The Chair shall rule out of order any individual who fails to honor the guidelines or who addresses a matter inappropriate for public comment.
5. Improper conduct and remarks will not be allowed. Defamatory or abusive remarks are always out of order. If a speaker persists in improper conduct or remarks, the Chair may terminate that individual's privilege of address.
6. All remarks will be addressed through the Chair of the meeting.
7. Speakers may offer such objective criticisms of the school operations and programs as concern them, but in public session the Committee will not hear personal complaints of school personnel nor against any member of the school community. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving staff members.
8. Written comments longer than 3 minutes may be presented to the Committee before or after the meeting for the Committee members' review and consideration at an appropriate time.
9. The Chair shall have discretion to allow public comment during discussion of items appearing on the meeting agenda.

Respectfully submitted by the: Recording Secretary